

## Assessment Task Policy

This policy is designed to assist all students to achieve success in all subjects by encouraging them to complete all assessment tasks. The policy applies to work which is to be included in student assessment and does not relate to minor homework tasks requested of students. It applies to students in Years 7 to 10 and many teachers adopt aspects of this policy to assist with VCE classes.

### Background

For all assessment tasks, teachers will clearly convey the requirements of the class and their own expectations to all students. Teachers will usually write these on the board for students to write in their diaries and/or notebooks.

The timeline for the completion should be realistic and take into account:

- The amount of time commitment that would be expected outside of class time
- Allowing for students who are absent to be given time to meet the deadline
- Giving some future class time to allow students who are having difficulties to ask for assistance or encouraging students to seek assistance at other times if required.
- Allowing for students who are absent for an extended period of time by negotiation of an extension

Teachers are aware that students learn at different rates and will often break major tasks into small components so that all students are able to cope with the required task.

The teacher will give regular reminders to students if the task is to be completed over an extended period of time and also check on the progress of students.

### Policy

- The task to be undertaken is clearly defined
- A completion date is negotiated with students and clearly conveyed
- Support is given to students requiring assistance
- Regular reminders of due date are to be given
- Students are made aware of the policy regarding late submission of work
  - One day late. At the discretion of the teacher, no penalty. This is to allow for the genuine, once only, left it at home type excuse. This excuse will be generally be accepted only once a semester.
  - Each additional day late results in the loss of one half grade, eg. B becomes B- and then C+
  - After one week the classroom teacher will notify parents that the work has not been completed. This will usually be in the form of a note in the student's diary.
  - After two weeks the teacher will indicate in their mark book that the required work has not been submitted within an acceptable time limit.
- Timelines for students who have been genuinely absent will be negotiated

Sanctions for students who do not meet the two-week late deadline

- After two weeks the class teacher will provide the Year Level Coordinator with a proforma regarding work not submitted
- Year Level Coordinators will be responsible for forwarding a proforma letter to the parents
- The student is given a lunchtime detention to work on the assessment task under the supervision of the class teacher.
- The student is allowed to submit the work when complete but is only acknowledged with an S or N result